



View Business Reports: Deposits by OTC Endpoint

To view deposits by OTC Endpoint report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Business Reports**, click **Deposits by OTC Endpoint**. The *Deposits by OTC Endpoint* page appears.
4. Enter the search criteria you would like to view.
 - Select the **Organization**, *required*
 - Select the **ALC** (Agency Location Code)
 - Enter the **From:** and **To:** Voucher Date range
 - Enter the **From:** and **To:** Deposit Total range
 - Select the **Report Format**



Application Tip

The date range for **Voucher Date** cannot exceed 15 months.



Application Tip

You can view reports in HTML, PDF, Excel or PowerPoint format.

5. Select **Yes** or **No** for **Report With Children**.



Application Tip

Select the **Yes** option to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints. Select the **No** option to generate a report that contains data only for the selected OTC Endpoint.

6. Click an OTC Endpoint to initiate the report. The report appears in a new window.

**Application Tip**

Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.